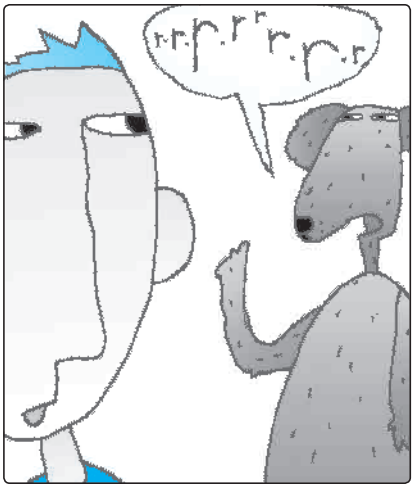
End Punctuation 1



There are three ways to end a sentence. You may use a **period**, a **question mark**, or an **exclamation point**. (See *Write Source* pages 479 and 480.)

Examples

Animals *talk* in many ways.

Do you understand your dog's barking?

It's raining cats and dogs!

Directions **Put the correct end punctuation in the sentences below. You will also need to add a capital letter at the beginning of each sentence. The first sentence has been done for you.**

1 did you know that many animals have their own language

2 dolphins "talk" by making clicking sounds a dolphin can make as

3 many as 700 clicks in one second bees "talk" by flying in patterns

4 like dancing they tell other bees where to find flowers.

5 some animals even "speak" in ways that humans might

6 understand have you ever noticed that dogs have different barks a

7 dog barks one way when someone is at the door and another way

8 when it is hurt

9 a gorilla named Koko has gone one step further she actually

10 talks to humans she has learned a sign language when a kitten

11 bit Koko, she made signs to say, "Teeth visit gorilla." it is not the

12 way you would say it, but you know what she meant "Ouch"

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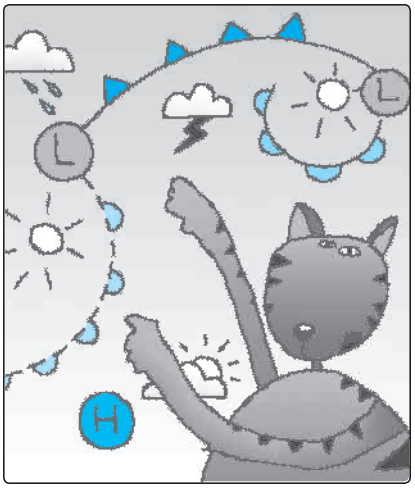
End Punctuation 2



This activity gives you practice using end punctuation. (See *Write Source* pages 479 and 480.)

Examples

Years ago, a cat named Napoleon became famous.

Do you know why?

He could predict the weather!

Directions **Put the correct end punctuation in the sentences below. You'll also need to add a capital letter at the beginning of each sentence. The first sentence has been done for you.**

1 Napoleon lived in Baltimore with his owner. in the summer
2 of 1930, it didn't rain for a long time one day, Napoleon's owner
3 called the newspapers and said that rain was on the way they
4 didn't believe him, but Napoleon's owner knew better Napoleon
5 was napping with one front paw stretched out and his head on
6 the floor whenever Napoleon did that, it soon began to rain
7 what do you think happened yes it poured and poured from
8 then on, the newspapers printed Napoleon's weather forecasts he
9 was right as often as the human weather forecaster don't you
10 wish you had a cat like Napoleon at your house

The Next Step **People commonly ask questions and make comments about the weather. Write at least five sentences related to the weather. Be sure to use the correct end punctuation!**

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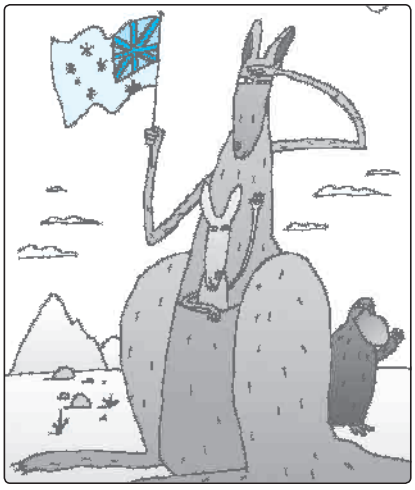
Commas Between Items in a Series 1



Commas are used between words or phrases in a series. (See *Write Source* page 482.)

Example

I have pen pals in *Australia*, *Greece*, and *Ireland*.

Directions **In the paragraph below, add commas between items in a series. The first sentence has been done for you.**

1 Antarctica, Europe, and Australia are continents. Australia
2 is the only country that takes up a whole continent. Australia
3 has many large deserts some coastal rain forests and the world's
4 largest coral reef. The reef is called the Great Barrier Reef is
5 1,200 miles long and is on the northeast coast. Australia is
6 surrounded by the Indian Ocean Coral Sea and Tasman Sea.
7 Kangaroos kookaburras and dingoes are just a few of the unusual
8 animals that live in Australia. Queensland Victoria and New
9 South Wales are three of Australia's states. Queensland is the size
10 of California Arizona New Mexico and Texas combined. Australia
11 has diamonds gold copper and other gems and minerals.

The Next Step **Write four sentences of your own about Australia or about another country. Use commas in a series in at least two of your sentences.**

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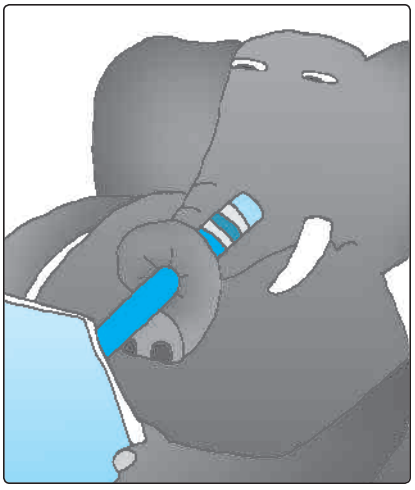
Commas Between Items in a Series 2



Commas are used between words or phrases in a series. (See *Write Source* page 482.)

Example

I have seen elephants *at zoos*, *at circuses*, and *at safari parks*.

Directions **In the sentences below, add commas between items in a series. The first sentence has been done for you.**

1 Elephants are not just huge, heavy, and clumsy. They can do
2 amazing things. Everyone knows that elephants use their trunks
3 to hold things take up water and throw dust. Siri, a zoo elephant,
4 held a rock in her trunk scratched it on the floor and drew designs.
5 The zookeeper gave Siri a pencil and paper, and she kept drawing.
6 Elephants eat grass shrubs branches leaves bark roots and
7 fruit. Sometimes they knock down trees rip off their bark and dig
8 up their roots. Wild elephants eat 600-800 pounds of food a day.
9 Elephants' sharp tusks long trunks and crushing feet can be
10 dangerous. Elephants also can be intelligent protective and gentle.
11 Once a baby elephant got hurt. The herd followed the leader found
12 a park ranger and led the ranger back to the baby elephant.

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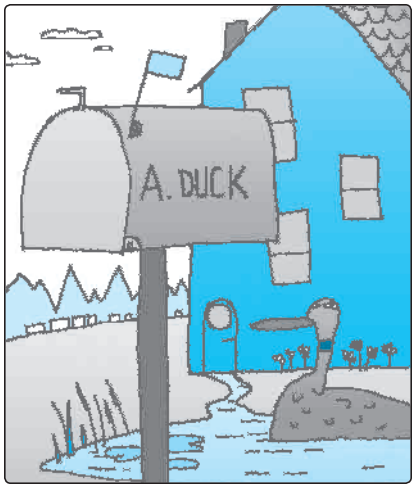
Commas in Compound Sentences



Commas are used between independent clauses that are joined by words such as *and, but, or, nor, for, so,* and *yet.* (See *Write Source* page 482.)

Example

Bats sleep all day, *but* they eat mosquitoes and other insects all night.

Directions **In the sentences below, add commas between independent clauses. The first sentence has been done for you.**

1 Hundreds of years ago, the whole United States was
2 covered with forests, grassy fields, and deserts, so animals lived
3 everywhere! But there are more people today and they have
4 built homes, malls, and parking lots where animals used to live.
5 Because of these changes, many animals left urbanized areas but
6 some have been able to adapt to cities and have stayed.
7 If you have a cat, put a bell on its collar or it may sneak
8 up on wild animals. Put water in a birdbath or other shallow
9 container for birds. Plant a berry bush and it will provide food
10 for wild animals. Buy a bat house at the hardware store
11 and encourage this helpful insect eater to keep your yard
12 mosquito-free.

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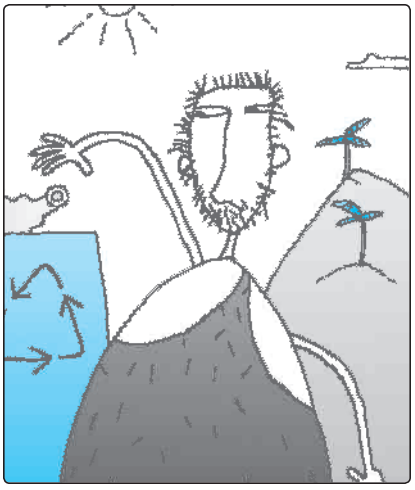
Commas to Set Off Introductory Phrases and Clauses



Commas can be used to set off long phrases and clauses that come before the main part of the sentence. (See *Write Source* page 484.)

Example

In the last few years, most cities have developed recycling programs.

Directions **Each sentence below starts with a long phrase or clause that modifies the rest of the sentence. Add a comma after each phrase or clause. The first sentence has been done for you.**

1. If you want to help the environment, you can recycle many things.
2. Because glass never wears out it can be recycled forever.
3. Though it's hard to believe people have been recycling glass for more than 3,000 years!
4. At most recycling stations you'll find a bin for aluminum cans.
5. Even with all the different kinds some plastic can be recycled, too.
6. Before you recycle plastic you must separate the different kinds.
7. To avoid polluting the environment car oil is recycled.
8. Because there are many uses for tires people recycle them, also.

The Next Step **Write a letter to your school principal (or your city council) about recycling. Begin several sentences with long introductory phrases or clauses. Be sure to use commas correctly. (See the sample business letter on *Write Source* page 244.)**

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Commas in Dates and Addresses

Commas are used to set off the different parts in addresses and dates. (See *Write Source* page 484.)

Example

My best friend's address is 800 West Street, Bonne Terre, Missouri 63982. He moved here from Boston, Massachusetts, on August 4, 2004.

Directions **Add commas where they are needed in the addresses and dates below.**

1 My sister and I wanted to go to a Disney theme park for
2 our vacation—maybe in Orlando Florida or Anaheim California.
3 Instead we will go camping in one of our state parks. To start
4 planning, we sent for information from the Ste. Genevieve
5 Convention and Visitors Bureau 66 South Main Street Ste.
6 Genevieve Missouri 63670 on January 31 2006. Our mailman
7 delivered a large packet of brochures on February 8 2006.
8 After looking them over, Mom decided we should camp in Lake
9 Wappapello State Park near Williamsville Missouri. She says we'll
10 camp for a whole week starting on June 4 2006. That means
11 we won't have to break camp until June 11 2006. We'll swim
12 and fish and tell ghost stories around the campfire. Some of the
13 towns we'll drive through on our vacation are Flat River Missouri;
14 Farmington Missouri; and Greenville Missouri. We can't wait to go!

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Commas to Keep Numbers Clear

Commas are placed between hundreds, thousands, millions, and so on. (See *Write Source* page 484.)

Example

The planet Mercury is 36,000,000 miles from the sun.
(You may also write the number this way: 36 million.)

Directions **Add commas to numbers where they are needed in the sentences below.**

1. The surface of the sun is a sizzling 11000 degrees Fahrenheit.
2. The center of the sun burns even hotter at 27000000 degrees!
3. Even though it is 93000000 miles away from Earth, the sun can heat some places on our planet to around 136 degrees Fahrenheit.
4. Pluto takes 90520 days to revolve around the sun once. With a "year" that long, summer vacation would last 22630 days!
5. Because gravity is weak on Mars, a 2000-pound elephant would weigh only 760 pounds.
6. On Jupiter, because of strong gravity, the same elephant would weigh 5060 pounds.
7. Venus and Earth are about the same size. Earth's diameter is 7926 miles, and Venus's is 7519 miles.
8. Jupiter is the largest planet in our solar system with a humongous diameter of 88736 miles.

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Commas to Set Off Interruptions

Commas are used to set off a word or a phrase that interrupts the main thought of a sentence. (See *Write Source* page 486.)

Example

Eurasian reindeer are small. The male, in fact, is only four feet high at the shoulder.

Directions **Insert commas as needed in the sentences below.**

1. Reindeer are indeed strong animals.
2. A reindeer can pull twice its own weight actually on a sled.
3. Moreover reindeer can carry heavy burdens and riders.
4. These deer have been very important to northern people. Until recently, Laplanders as a matter of fact depended completely on the reindeer for their livelihood.
5. Reindeer after all can provide meat, milk, clothing, and transportation.
6. Reindeer feed on various plants. For example they eat grasses in the summer and lichens in the winter.
7. North America has its own version of the reindeer, called caribou. Caribou however are larger than their Eurasian cousins.

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Commas in Direct Address

Commas are used to separate the person being spoken to from the rest of the sentence. (See *Write Source* page 486.)

Example

"Alicia, if you could travel anywhere in the world, where would you go?"

Directions **Insert commas where needed in the following sentences.**

1. "I want to go to Mongolia Ms. Baines."
2. "No way Alicia," said Maxie.
3. "Yeah, Alicia come on. Where do you really want to go?" asked Larry.
4. "Class let Alicia tell us about her dream," said Ms. Baines.
5. "I read about an 18-day trip to Mongolia Ms. Baines."
6. "Larry you get to ride horses for nine of those days!"
7. "You camp along the way Maxie and you learn how people lived way back in the days of Genghis Khan."
8. "What else do you get to do Alicia?" asked Ms. Baines.
9. "You eventually meet the Reindeer People in a remote mountain valley Ms. Baines. They're a nomad group who herd reindeer."
10. "You sit around campfires Maxie and listen to stories and eat 'horhog,' whatever that is."
11. "Gosh, Alicia it was sounding good until that part," piped up Larry.

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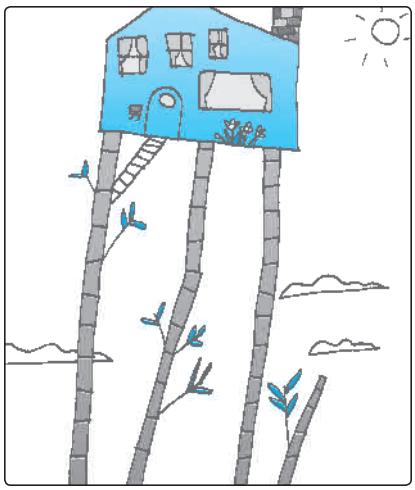
Commas to Set Off Appositives



Commas are also used to set off appositives. (See *Write Source* page 488.)

Example

Bamboo, *a tall grass*, is used to build houses.
(The appositive *a tall grass* renames *bamboo*.)

Directions **Add a comma before and after (if needed) each appositive in the sentences below. The first sentence has been done for you.**

1. Hogans, houses made of logs and mud, are built by the Navajo.
2. Igloos shelters made of packed snow are used by the Inuit.
3. Tepees cone-shaped tents are made from buffalo skins.
4. A tepee can easily be moved on a travois a sledlike carrier.
5. Yurts large domed tents made of skins or felt are shaped like igloos.
6. Yurts are built by people in Mongolia an area in Asia.
7. A laavu a tent much like a tepee is a shelter used in Lapland.
8. Lapland an area in northern Europe is cold and snowy.
9. In Hong Kong, some people live on sampans small houseboats.
10. The bones of mammoths mammals that are now extinct were used to build houses in the Stone Age.

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Directions **Add an appositive to each of the following sentences. Begin your appositive where you see the caret (∧). You may add any word or phrase you like, as long as it renames the noun that comes before it. Use commas correctly. The first one has been done for you.**

1. Our teacher ∧ read a story aloud.

   Our teacher, Ms. Garrett, read a story aloud.

2. My favorite book ∧ was checked out of the library.

   _____

   _____

3. Our principal ∧ came to our class.

   _____

   _____

The Next Step **Now complete the sentences started below by adding an appositive and other words. The first one has been done for you.**

1. My favorite place *, Florida, is where my grandparents live.*

2. Our school _____

   _____

3. Our science book _____

   _____

4. My hometown _____

   _____

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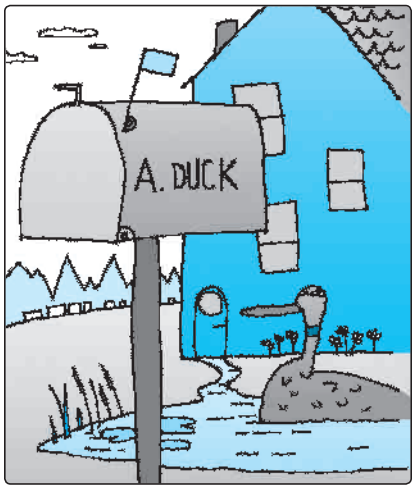
Commas in Letter Writing



Commas are placed after the greeting in a friendly letter and after the closing in all letters. (See *Write Source* page 488.)

Example

Dear Sarah,

I can't wait till your visit, can you? When does your train . . .

Your best friend,
Maria

Directions **Make the necessary corrections in the following exercises. If commas are already used correctly, write "C" on the blank.**

1. ____ Dear President Bush:
   It has come to my . . .
   Sincerely;
   Martin Baines

2. ____ Dear Grandma,
   Thanks for the . . .
   Love
   Susie

3. ____ Dear Mrs. Settler,
   I hope you . . .
   Sincerely,
   Susie

4. ____ Dear Marty!
   How are you? I . . .
   Friends,
   Buzzy

5. ____ Dear Director:
   I am a student . . .
   Yours truly,
   Sally Farthing

6. ____ Dear Pedro
   For the next . . .
   Your friend
   Paco

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Commas Practice

Directions Add commas correctly in the sentences below.

"Yuri what did you decide to write about?"

"I didn't decide yet Darius. How about you?"

"I picked a subject yesterday as a matter of fact. After I read some magazines I decided to write about climbing Mount Everest."

Mount Everest the tallest mountain in the world is 29035 feet high. This majestic mountain is near Kathmandu Nepal on the Tibetan border. On May 29 1953 Edmund Hillary and Tenzing Norgay became the first climbers to reach the summit of Mount Everest. Norgay was a Sherpa a member of a Tibetan group who live in the high altitudes. They are expert mountain-climbing guides. Sherpas in fact helped the National Geographic 50th Anniversary Everest Expedition to the summit on May 25 2002. Although climbing the mountain was hard enough the group also made a documentary film along the way. You can write to the National Geographic Society 1145 17th Street N.W., Washington D.C. 20036, for more information about the expedition.

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End Punctuation and Comma Review

Directions **Put commas and the correct end punctuation in the sentences below. Also capitalize the first letter of each sentence.**

1 have you ever seen turtles the only reptiles with a shell in
2 pet shops in the streets or on logs and rocks at the edge of a
3 river or pond they were probably painted turtles or box turtles
4 some cities and towns have crossing signs that warn drivers not
5 to run over ducks geese or slow-moving turtles

6 there are many different kinds of turtles there are sea
7 turtles desert turtles snapping turtles and others sea turtles are
8 huge and they can live for 100 years in the United States desert
9 tortoises live in the deserts of the Southwest these turtles could
10 become extinct soon because cows are eating their homes they live
11 under shrubs that cows like to eat can you guess how snapping
12 turtles got their name when bothered they will try to bite
13 anything that moves so watch out snapping turtles can weigh as
14 much as 200 pounds some people like to make turtle soup using
15 these fierce-looking turtles

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The Next Step Turtles often fall over on their backs when they try to climb up on something sometimes. They can't get right side up again unless someone helps them. Pretend that you're a turtle, and you're stuck on your back. Write a paragraph about how you feel before and after a human comes along and helps you back onto your feet. Be sure to use each of the three types of end punctuation at least once, and use commas where they are needed.

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Apostrophes 1

Apostrophes are used in many different ways. One of the most common uses is making contractions. (See *Write Source* page 490.)

Example

You'd see penguins in Antarctica.
(You + would = You'd)

Directions **In the following sentences, make as many contractions as you can. The first contraction has been done for you. (The number of contractions you can make is indicated in parentheses.)**

1. Antarctica is so frozen that people only visit; they ~~do not~~ don't live there. *(1)*
2. It is easy to get the Arctic and Antarctica mixed up. *(1)*
3. Here is a way to remember which is which. *(1)*
4. At the North Pole, the Arctic is an ocean that is surrounded by land. *(1)*
5. Antarctica is land that is surrounded by water, and it is at the South Pole. *(2)*
6. Polar bears and seals live on islands of ice in the Arctic, and they are at home there even though it is cold. *(2)*
7. Antarctica is even colder than the Arctic, but the penguins that live there do not seem to mind. *(1)*

The Next Step **Write a message to a friend telling her or him about your trip to Antarctica. Use as many contractions as you can.**

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Apostrophes 2

Use an apostrophe and *s* to form the possessive of most singular nouns. (See *Write Source* page 490.)

Examples the dog's food an owner's manual the bee's buzzing

The possessive of a singular noun ending in an *s* or a *z* sound may be formed by adding just an apostrophe, unless it is a one-syllable word.

Examples Dickens' books (or) Dickens's books
Carlos' folder (or) Carlos's folder
James's hobby Mr. Jones's driveway

Directions **Write the correct possessive form above each underlined word in the sentences below.**

1. The Arctic cold weather doesn't seem to bother the Inuit people.
2. Canada newest territory, Nunavut, is populated by the Inuit people.
3. The ancestors way of life was based on fishing and hunting.
4. Inuit sled dogs played an important role in this people day-to-day life.
5. A sled dog strength is amazing, as he can pull one and a half times his own weight.
6. The dogs can sniff out a seal breathing hole for the hunters.
7. A sled dog bark is more like a wolf long, sad howl.
8. My dog, Sass, is much quieter than that, but Sass barking does upset my neighbor cat.

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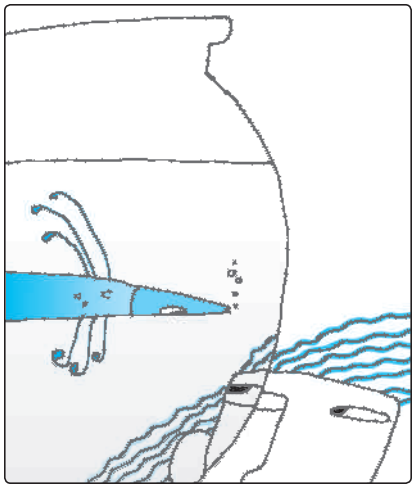
Apostrophes 3



Apostrophes may be used to make possessives—to show ownership. (See *Write Source* pages 490 and 492.)

Example

I think *Mia's* pet is the most unusual one.
(The pet belongs to Mia.)

The *pets'* cages are colorful.
(The cages belong to the pets)

Directions **Each sentence below contains one or two possessive nouns that need an apostrophe (or an apostrophe *and* an "s"). Add what's needed to make the possessive form correct. The first sentence has been done for you.**

1. Our teachers husband is an airline pilot.
2. My oldest sisters puppy and my youngest brothers cat tease each other.
3. My fathers boss is from Singapore.
4. Aunt Doris hat flew out the window, and Moms scarf followed it.
5. Uncle Ross laughter could be heard around the block.
6. The bus tires ran over the hat and squashed it.
7. The boys soccer team played the girls soccer team.
8. At the zoo, the elephants cages are huge.
9. The snakes cages are made of glass.
10. All of my classmates art projects are on display.

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Directions Under "Singular Possessives," write down the names of four people you know. Imagine that each person has caught a fish Using apostrophes correctly, show that each person owns a fish. Next, think of four pairs of people, and write them under "Plural Possessives." Use apostrophes correctly to show that each pair owns a fish. The first one in each category has been done for you.

Singular Possessives

1. *Joe's fish* _____
2. _____
3. _____
4. _____
5. _____

Plural Possessives

1. *Joe and Rosa's fish* _____
2. _____
3. _____
4. _____
5. _____

The Next Step Write a short paragraph in which you use one of your singular possessives and one of your plural possessives from above.

_____

_____

_____

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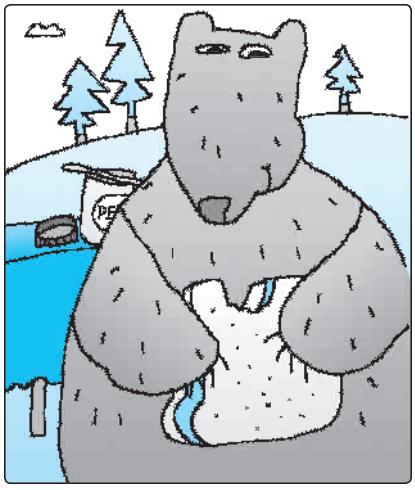
Quotation Marks 1



Use **quotation marks** before and after spoken words. Also use them with words taken directly from a piece of writing. (See *Write Source* page 494.)

Examples

"Rise and shine!" called Mom. The brochure told us that Wyoming has "fishing galore, gorgeous autumn color in the mountains, and breathtaking hiking trails."

Directions **Place quotation marks correctly in the following sentences.**

1. I'm very sure that the sun isn't up yet, yawned Bobbie.
2. But we are, said Grandpa. Come on! The fish are waiting.
3. The park newspaper has lots of advice. One paragraph starts out,

   Never leave food open in the campsite overnight.
4. Raccoons and bears can open coolers. Did you know that? asked Midge.
5. I don't want to see that happen! piped up Bobbie.
6. I think raccoons are cute, said Minnie.
7. Not when they're stealing your food, they're not, said Todd.
8. Well, I'm kind of tired of hot dogs anyway, barked Grandpa. Let's catch some fish!
9. If the campers catch no fish, the park newspaper has another tip: Visit our dining lodge for good home cooking.

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Quotation Marks 2

Place **quotation marks** around titles of songs, poems, short stories, book chapters, and articles. (See *Write Source* 494.)

Examples

"My Old Kentucky Home" *(song)*
"Girl Finds Lost Treasure" *(article)*
"The Last Chance" *(book chapter)*
"That New Kid" *(short story)*
"Teeny Tiny Mice" *(poem)*

Directions **Insert quotation marks correctly in the following sentences. (Commas and periods go inside quotation marks.)**

1. Sarah got scared reading the short story Ghosts in the Doghouse.
2. That magazine article about riding horses, Saddle Up for Adventure, sounds interesting to me.
3. Marcia loves horses, and she wrote two poems about them today: My Own Horse and Appaloosa Wind.
4. Reggie asked Mom to read two chapters of the book to him: Old Friends and Lifesavers.
5. The headline story in the school newspaper was No New Playground.
6. Casey taught us two songs: On Top of Old Smokey and The Honey Bee.
7. This morning's paper has an article about stray pets: Humane Society Shelter Overcrowded.
8. We are assigned to read the next chapter, Uncle Willie, for tomorrow, and the one after that, Umbrellas, for Friday.

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Punctuating Dialogue 1

When you talk, it's easy to tell who is saying what. However, when you write, you have to show when people start talking and when they stop talking. That's what **quotation marks** do. They come before and after the exact words someone says. (See *Write Source* page 494.)

Example

The bandleader said, "Let's have a zoo concert."

Directions **A band played a concert for some monkeys. A reporter interviewed the zookeeper about the concert. Add quotation marks where they should go. The first sentence has been done for you.**

1 "Why would a band play for monkeys?" the reporter asked.

2 They wanted to see what the monkeys would do, answered

3 the zookeeper.

4 Well, did the monkeys like the music? asked the reporter.

5 They couldn't stand it, the zookeeper said. One brave chimp

6 tried to take away the bandleader's trombone to make him stop

7 playing!

8 Did he stop? asked the reporter.

9 Yes, the zookeeper said. The band changed to a slow, quiet

10 song, and the monkeys sat down.

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Punctuating Dialogue 2

Practice using **quotation marks** to punctuate direct quotations. (See *Write Source* page 494.)

Example

"Today is recycling day!" I said.

Directions **Correctly punctuate the dialogue in the following sentences. The first sentence has been done for you.**

1 "Did you put out the recycling bins?" Bill asked his sister.

2 No, Margaret answered. I thought you did.

3 Me? I did it the last time, Bill said.

4 Uh-uh! I did it the last time! Margaret insisted.

5 Mom said, Why don't you both do it?

6 Good idea, said Bill as he gathered up the old newspapers.

7 Okay. I'll get the plastic and glass, Margaret said. But we

8 still have one problem.

9 What's the problem? Bill asked.

10 Whose turn will it be next week? Margaret asked.

The Next Step **Continue the story, as Margaret and Bill get the grass clippings bagged for recycling. Write at least four sentences and use quotation marks and commas correctly. Start a new paragraph for each new speaker.**

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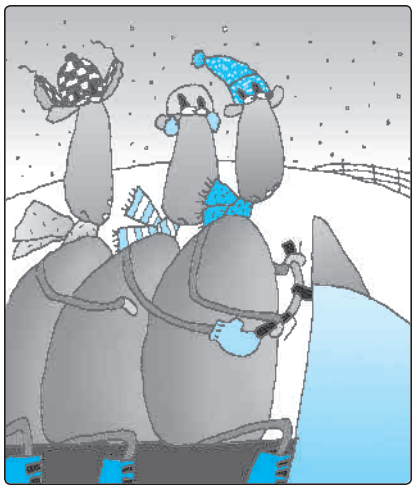
Hyphens 1



Certain compound words are *always* hyphenated (*off-season* and *off-limits*). Other compound words are written as one word (*offspring* and *offbeat*). In other cases, **hyphens** are used to create single-thought adjectives (*off-and-on* friendship and *off-and-running* start). Hyphens sometimes join a letter to a word.

Example

Randi got a ***red-and-white*** striped scarf.

He made a ***U-turn*** with his snowmobile.

Directions **Replace the underlined adjectives with single-thought adjectives from the list to complete the following story. The first one has been done for you.**

below-zero	face-to-the-wind	H-shaped	sound-swallowing
bone-chilling	A-frame	never-ending	steam-engine
cattle-herding	T-shirts	rodeo-like	storm-weary

bone-chilling

1. Despite the cold blizzard, today we're moving the cattle up north.
2. We all wore thermal clothes under our sweaters and jackets.
3. Now, instead of a fun ride, this would be windy, cold work.
4. The barks of the working dogs were lost in the roaring wind.
5. Later, the dogs would return to snug tentlike doghouses.
6. The very cold windchill left riders with fingers growing numb.
7. Steamy snorts rose above the heads of the cattle.
8. The rolling North Dakota prairie disappeared into endless white.
9. Finally, the outlines of the familiar barns appeared in the distance.
10. Tired riders could now turn their backs to the wind and head for home.

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Hyphens 2

Hyphens are used to divide words at the end of a line and to form new words beginning with the prefixes *all-, ex-, great-,* and *self-*. (See *Write Source* page 496.)

Example

Mom baked some hot, buttery **home-made** biscuits with **all-purpose** flour.

Directions **Review the rules in Write Source about dividing words. Then read the sentences below. If the word at the end of the line is divided correctly, write "C" on the short line. Otherwise, show the correct way to divide or write the word.**

___ Emma and I always wash the supper dishes by hand. The autom-

___ atic dishwasher has a broken switch. That seems old-

___ fashioned, but the dishes get clean, and Dad noticed that we do-

___ n't use as much electricity that way. Mom, too, is happy about be-

___ ing earth-friendly. She says the environment needs a few good fri-

___ ends. And do you think we would ever use a garbage dis-

___ posal? No way. Food garbage goes in the compost heap in the ba-

___ ckyard. It makes good fertilizer. All the rabbits in the neighborhood a-

___ gree that we have very tasty homegrown vegetables!

The Next Step **Combine the following prefixes and words, using hyphens correctly. Finally, choose two of the words to include in a sentence on your own paper.**

ex (plus)	self (plus)	all (plus)
classmate _____	winding _____	star _____
president _____	cleaning _____	around _____

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Colons 1

A **colon** is used to introduce a list in a sentence. (See *Write Source* page 498.)

Example

Each student could choose to make a model of one of the following: an adobe house, a tepee, a log cabin, or an igloo.

Directions **Add a colon where one is needed in each sentence below. The first sentence has been done for you.**

1. Each model must have these parts: a door or an entrance, one opening to let light in, and one opening to let smoke out.
2. For my igloo, I need these materials a cookie sheet, sugar cubes, and frosting.
3. These three students are making adobe houses Marcia, Jamila, and Josh.
4. Real adobe is made from two ingredients mud and straw.
5. To make a model tepee, you could use the following leather, waxed paper, or felt.
6. A log cabin could be made from these materials rolled-up construction-paper logs, bread-dough logs, or real sticks.

The Next Step **Write two questions that call for lists. Then write your own sentence to answer each question. Be sure to use a colon in each answer.**

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Colons 2

Colons are used after the greeting in a business letter. (See *Write Source* page 498.)

Example

Dear Mr. and Mrs. Zinnen:

Our school has chosen you as honorary . . .

Sincerely,
Martha Ludding

Directions **Write the correct greeting for a business letter to each of the people listed below.**

Museum Director	Mr. Garganzola	Ms. Templeton
Dr. O'Leary	Professor Mann	Mrs. Rumsfeld

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Directions **Correct the punctuation in the following exercises. Write "C" on the line if everything is correct.**

1. ____ Dear Professor Mann;

   I am studying moths in our . . .

   Sincerely,

   Rob Starling

2. ____ Dear Park Ranger,

   Last year my family . . .

   Yours truly,

   Sarah Fast

3. ____ Dear Ms. Cannon:

   I want to do a report on . . .

   Sincerely,

   Bob Lane

4. ____ Dear Sergeant Keats!

   My brother is in your . . .

   Sincerely,

   Maria Reyez

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Semicolons

A **semicolon** can be used instead of a comma and a coordinating conjunction to connect two independent clauses. (See *Write Source* page 500.)

Example

It was supposed to snow today, *but* it didn't.

It was supposed to snow today; it didn't.

Directions **In each sentence below, replace the comma and coordinating conjunction with a semicolon. The first sentence has been done for you.**

1. A few minutes ago, the sun was shining; ~~yet~~ now it's raining!
2. Todd is all wet, and Terry is, too.
3. They got caught in the rain, but I didn't.
4. They were walking home from school, and the rain started.
5. They were near my house, so they ran for our door.
6. I got home early, so I escaped the rain.
7. They're staying here, and we're doing our homework together.
8. They needed to dry off first, though, for they were getting cold.
9. I gave Todd and Terry some dry clothes, but they didn't fit.
10. They called their mom, and she brought them some clothes.

The Next Step **Write three sentences that use a comma and a coordinating conjunction to connect two independent clauses. (See *Write Source* page 600 for a list of coordinating conjunctions.) Trade papers with a partner. Rewrite each other's sentences, using a semicolon instead of the comma and conjunction.**

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Italics and Underlining

Italics, *a slanted type,* is used for certain titles and special words. You may also **underline** instead of using italic type. (See *Write Source* page 502.)

Examples

Oliver Twist *(book)*
Celtic Highlands *(CD)*
Edmund Fitzgerald *(ship)*
New York Times *(newspaper)*
Ice Age *(movie)*
Romeo and Juliet *(play)*
Air Force One *(presidential plane)*
Big Fish *(DVD)*
Tyrannosaurus rex *(scientific name)*
This Old House *(TV program)*
bonjour *(non-English word)*
Zoobooks *(magazine)*

Directions **Correctly underline titles and special words in the sentences below. Remember, not all titles should be underlined.**

1. My dog-loving brother read the book Shiloh by Phyllis Reynolds Naylor.
2. I read One-Eyed Cat by Paula Fox for my book review assignment.
3. "Pirates at Their Own Funeral" is the name of a chapter in Mark Twain's The Adventures of Tom Sawyer.
4. Jake asked for the DVD Spiderman for his birthday.
5. The spaceship Apollo 13 was launched on April 11, 1970.
6. Grandma says she read about it in the Indianapolis Star newspaper.
7. The movie Apollo 13 with Tom Hanks was very popular.
8. Charles Lindbergh flew to Paris in the Spirit of Saint Louis in 1927.
9. The scientific name for the common grass snake is Natrix natrix.
10. I think I read that in the National Geographic magazine.

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Italics and Quotation Marks

Italics and **quotation marks** are used to punctuate titles. (See *Write Source* pages 494 and 502.)

Examples

I titled my poem "Singing Seashells."

Directions **Add the correct punctuation to the titles in the following sentences. Use underlining in place of italics. The first sentence has been done for you.**

1. One chapter in Write Source is called "One Writer's Process."
2. On page 296 there is a tall tale called Jack and the Popcorn Stalk.
3. I like the poem Toucan on page 280 in Write Source.
4. The chapter Writing Poems has a split couplet called Moira.
5. My favorite story is The Green, Howling Day on pages 89-90.
6. Owl and Highlights for Children are two magazines that publish student writing.
7. For fun, I read to my family out of my Guinness Book of World Records.
8. Our community newspaper is the Standard Press.

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Directions Fill in each blank below with an example title. If you don't know a title for each category, look for one.

1. Title of a magazine: _____
2. Title of a magazine article: _____
3. Title of a movie: _____
4. Title of a video: _____
5. Title of a book: _____
6. Title of a poem: _____
7. Title of a TV show: _____
8. Title of a music CD: _____

The Next Step Now write sentences using the titles you wrote down. (You may use more than one title in a sentence.) Make sure to punctuate the titles correctly.

1. _____

_____

2. _____

_____

3. _____

_____

4. _____

_____

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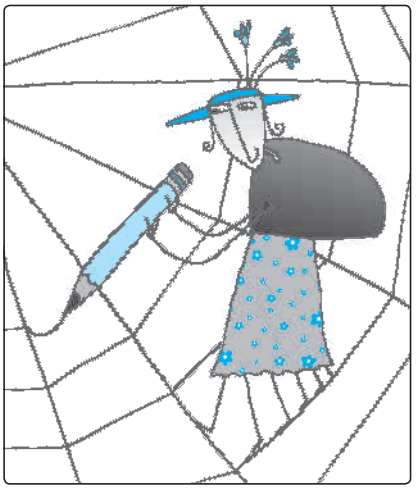
Dashes



A **dash** is used to show a sudden change in thought or direction. (See *Write Source* page 504.)

Example

Harriet the Spy—it was made into a movie—is by Louise Fitzhugh.

Directions **Each sentence below contains a sudden change in direction. Add dashes to show where each change begins and ends. The first sentence has been done for you.**

1. Mildred D. Taylor—she wrote *Song of the Trees*—is my favorite author.
2. *Charlotte's Web* Charlotte is a spider is by E. B. White.
3. Molly's favorite story also about a spider is the one about Anansi.
4. *Little House on the Prairie* there was a TV show based on it is by Laura Ingalls Wilder.
5. *How to Eat Fried Worms* the whole book is as funny as the title is one of my favorites.
6. Yoshiko Uchida maybe you have read some of her books is a Japanese American.

The Next Step **Write two sentences about books, stories, or authors. Include a sudden change in direction in each sentence. Make sure to use dashes correctly.**

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Parentheses

Parentheses are used around words that add extra information to a sentence or make an idea clearer. (See *Write Source* page 504.)

Example

The man in the white lab coat (Dr. Zimmerman) will conduct an experiment for the class.

Directions **Place parentheses around the phrases below that either add information or make an idea clearer.**

1 Grandpa went to grade school another name for elementary
2 school in the ’50s. He remembers watching Mr. Wizard a science
3 teacher every week on TV. Mr. Wizard did some experiments that
4 explained information scientific principles in a fun way. Mr. Wizard
5 taught a lesson about vacuums not the kind that clean carpets with a
6 milk bottle, a candle, and a hard-boiled egg. Burning the candle in the
7 bottle an old-fashioned glass kind used up the air, and then the egg
8 balanced on top got pulled into the bottle. Vacuums empty spaces just
9 naturally want to be filled with something. We learned in our science
10 class that black holes outer-space vacuums pull matter into themselves
11 with great force. Besides vacuums, Grandpa learned about electricity,
12 magnets, and the effects of liquid nitrogen a very cold substance on
13 rubber bands.

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Punctuation Review 1

Directions **Add commas, quotation marks, and apostrophes where they are needed in the following sentences. The first sentence has been done for you.**

1. Mom didn't believe me when I told her that Robby has five guinea pigs, three hamsters, three cats, two rabbits, and a goose.
2. Robby was kidding you she said. Or maybe you didnt hear what he said.
3. Being very curious my mom went over to Robbys house and she saw that I was right.
4. Five guinea pigs three hamsters three cats two rabbits and a goose! she said, shaking her head. I saw it and I still couldnt believe it!
5. Robbys mom Mrs. Davison explained that their family adopts animals that need homes.
6. The guinea pigs pen and hamsters cages are in Robbys room.
7. The cats favorite place is the kitchen.
8. The rabbits hutch is in the backyard.
9. The goose Buster lives in a big cage that Mr. Davison built.
10. Dear you know of course we cant have a zoo at our house Mom warned.

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Directions **Add any needed punctuation to the sentence beginnings below. Then use your imagination to complete the sentences and the story.**

1. Robbys guinea pigs are named _____

_____

2. His hamsters names are _____

_____

3. The cats names are _____

_____

4. The rabbits names are _____

_____

5. Busters cage door was left open one day and a goose on the loose can

_____

_____

_____

_____

_____

_____

_____

_____

_____

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Punctuation Review 2

Directions **Each sentence below needs a semicolon or colon. Add the correct punctuation mark in the correct place.**

1. Yesterday, our class had Ethnic Food Day everybody brought special snacks.
2. We sampled food from four continents Asia, Africa, Europe, and North America.
3. Sue's family is from Thailand she made watermelon slushes.
4. These are the ingredients for one watermelon slush three or four ice cubes, one cup of watermelon chunks, and one or two spoonfuls of sugar.
5. First you blend the ice cubes in a blender then you add the melon and sugar.
6. Blend again until everything is mixed your tropical treat is ready!
7. You can also use any of the following fruits pineapple, oranges, lemons, or limes.
8. Vijay said kids in India love popcorn they put red pepper on it instead of salt.
9. He said that kids in Nepal eat popcorn, too they put sugar on theirs!

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Directions Add dashes or a hyphen to each sentence below. If a word is incorrectly divided at the end of a line, correct it.

1. Nutella spread it's made with chocolate is a favorite snack in Europe.
2. Kids there especially in France eat Nutella chocolate spread on bread after school.
3. Brian said chocolate sandwiches sounded like a half baked idea.
4. But Chantal she's from Paris got him to try some.
5. He said it was okay, but not his all time favorite.
6. "I'll stick with all American peanut butter and jelly," he said.
7. Chantal's dad is an ex chef.
8. He made a French snack using his great grandmother's recipe.
9. There were plenty of escargots that's French for snails for everyone.
10. Brian he's always trying to be funny said he wouldn't eat snails, even if they were dipped in Nutella chocolate spread.
11. Peanut butter is a tasty, protein rich snack.
12. In Ghana that's a country in Africa people make peanut butter soup.

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Mixed Review 1

This activity uses punctuation that you've seen in previous exercises. Get ready for a challenge! It includes dashes, end punctuation, italics and underlining, hyphens, colons, quotation marks, commas, and apostrophes.

Directions **Some of the punctuation has been left out of the following paragraphs. The number at the end of each line tells you how many punctuation marks need to be added to that line. Add the correct punctuation. The first line has been done for you.**

1 My brother—he's in sixth grade—and I never agree on (2)

2 what videos to rent Last week, Peter that's my brothers (3)

3 name wanted Spider Man II. I wanted Scoobey-Doo 2: (3)

4 Monsters Unleashed. Finally, we agreed to get Beauty and (2)

5 the Beast. We had both read the book and we wanted to see (2)

6 if the movie was as good. What do you think we discovered (1)

7 All the copies of course had been rented. (2)

8 "Now what?" my brother asked (1)

9 I guess we get our all time favorites again I said. (4)

10 We finally left the video store with the following movies (1)

11 Finding Nemo Star Wars: Attack of the Clones and Seabiscuit (6)

12 When our mom saw us she asked us why we didnt get (2)

13 something we hadnt seen before. Peter and I both said, (1)

14 "Dont ask!" (1)

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Mixed Review 2

This activity reviews seven kinds of punctuation.

Directions **Add the needed punctuation to the sentences below.**

1 Although many people dont know it Washington is the fourth
2 capital of the United States Three other cities have served as
3 the nations capital Philadelphia New York and Princeton The
4 current capital is named for George Washington and he picked
5 the diamond shaped site for the 100 square mile city The White
6 House Congress and the Supreme Court are all in Washington DC
7 The White House home of the presidents family hasnt always
8 been white In 1814, British soldiers burned it the house was left
9 blackened by smoke After workers painted the house to cover the
10 smoke it was called the White House President Andrew Jackson
11 his nickname was Old Hickory added indoor plumbing
12 The White House has 132 rooms. The first floor rooms are
13 used for public events These famous rooms include the East Room
14 the Red Room the Green Room and the Blue Room Second floor
15 and third floor rooms are where the First Family lives The White
16 House has its own movie theater barbershop and dentists office

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